

10-13

**ORDINANCE OF THE BOROUGH OF MERCHANTVILLE,
COUNTY OF CAMDEN AND STATE OF NEW JERSEY
AMENDING CHAPTER 25, FEES FOR PUBLIC
DOCUMENTS, IN THE CODE OF THE BOROUGH OF
MERCHANTVILLE**

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Merchantville, County of Camden, and State of New Jersey, that Article II. of Chapter 25, Fees for Public Documents, in the Code of the Borough of Merchantville is hereby amended as follows:

ARTICLE I. ARTICLE II. SECTION 25-7 Municipal Court fees.

The following schedule of fees is hereby added to the fees so listed in Section 7 of Article II. of Chapter 25 of the Code of the Borough of Merchantville:

Letter size pages or smaller: \$0.05 per page.

Legal size page or larger: \$0.07 per page.

If actual costs to produce the paper copy exceeds the \$0.05 and/or \$0.07 rates, the actual costs of duplication will be charged.

Actual postage for any documents sent by mail.

Actual costs for the envelope for any documents sent by mail.

Photographs will be photocopied at the actual cost. If requests are made for duplicate photographs, the actual cost of making the photographs shall be charged.

Duplication of videotapes, computer disc, CD-ROM and/or DVD will be charged the actual costs to provide this record.

On any item that cannot be photocopied on the Borough copy machine or not otherwise provided for in this schedule, the actual cost incurred in making the copy shall be charged.

Any document that has to be retrieved from the off-site record archive facility will be charged the actual costs to retrieve this document.

ARTICLE I. ARTICLE II. SECTION 25-8 Municipal Court fees.

A. All requests for discovery in matters pending in the Merchantville Borough Municipal Court shall be submitted through the Municipal Prosecutor.

B. The following fees shall be payable by the requestor to the Borough of Merchantville for the discovery provided:

1. Letter size pages or smaller: \$0.05 per page.
2. Legal size page or larger: \$0.07 per page.
3. If actual costs to produce the paper copy exceeds the rates listed in Subsections 1. and 2. above, the actual costs of duplication will be charged.
4. Actual postage for any discovery sent by mail.
5. Actual costs for the envelope for any discovery sent by mail.

6. Photographs will be photocopied at the rates established herein. If requests are made for supPLICATE photographs, the actual cost of making the photographs shall be charged.

7. Duplication of videotapes, computer disc, CD-ROM and/or DVD will be charged the actual costs to provide this record.

8. On any item that cannot be photocopied on the Borough copy machine or not otherwise provided for in this schedule, the actual cost incurred in making the copy shall be charged.

9. Any discovery that has to be retrieved from the off-site record archive facility will be charged the actual costs to retrieve this record.

C. Where the discovery must be obtained from an entity other than the Borough of Merchantville (e.g. another police department), the actual costs paid to the other entity shall be paid by the requestor.

ARTICLE II.

All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent that they are inconsistent herewith.

ARTICLE III.

This Ordinance shall take effect upon passage and publication according to law.

THE BOROUGH OF MERCHANTVILLE

BY: _____
FRANK M. NORTH, MAYOR

ATTEST:

DENISE BROUSE, BOROUGH CLERK

The foregoing ordinance was introduced by Mayor and Council at its regular meeting held on October 18, 2010. This Ordinance will be considered for adoption on final reading and public hearing to be held on November 8, 2010 at 7:30 p.m. in the Council Meeting Room, One West Maple Avenue, Merchantville, New Jersey.

The purpose of this Ordinance is to establish a fee schedules for document requests and municipal court discovery consistent with the fee schedules established under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. A copy of this Ordinance is available at no charge to the general public between the hours of 8:30 AM to 4:30 PM, Monday through Friday (Legal Holidays excluded), at the Office of the Borough Clerk, Merchantville Borough Hall, One West Maple Avenue, Merchantville, New Jersey.